



STANDARDS OF APPRENTICESHIP
adopted by

WESTERN WASHINGTON SHEET METAL JATC

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
HVAC SERVICE TECHNICIAN	47-2211.00	9000 HOURS
HVAC TEST, ADJUST AND BALANCE TECHNICIAN	47-2211.00	9000 HOURS
MARINE SHEET METAL WORKER	47-2211.00	4000 HOURS
RESIDENTIAL SHEET METAL WORKER	47-2211.00	5400 HOURS
SHEET METAL WORKER	47-2211.00	9000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

APRIL 9, 1940
Initial Approval

APRIL 21, 2016
Committee Amended

OCTOBER 20, 2016
Standards Amended (review)

APRIL 16, 2015
Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold “insert text” fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional):

The following Standards of apprenticeship, Western Washington Sheet Metal JATC, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will, when approved by and registered with the Registration Agency, govern the training of apprentices in this industry.

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I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

Clallam, Cowlitz, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Snohomish, Thurston, Wahkiakum, and Whatcom counties with headquarters in Everett and DuPont, Washington.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

Minimum qualifications for Sheet Metal Worker, HVAC Service Technician and HVAC Test, Adjust and Balance Technician Apprentices:

Age: Applicants shall be at least 18 years of age.

Education: Applicants shall be a high school graduate or State Equivalent Certification or GED.

Physical: Must be able to perform the rigorous manual labor required by the trade, with or without reasonable assistance, and have the ability to work sagely at high elevations. Physical ability must be confirmed by attending a minimum qualification screening day or verification of prior work experience in the Sheet Metal or related industry, as determined by the committee.

Testing: Applicants are required to take a Sheet Metal Math and Reading assessment test to be scheduled after application and required documents are received. A minimum Math score of 16 and minimum Reading score of 27 shall be required for further processing. If applicant does not meet or exceed minimum scores in one or both categories, no further processing will be done for a period of one year.

Other: All applicants must submit copies of a valid Washington State driver's license, social security card, proof of auto insurance, and high school transcript, GED scores or equivalent certification. This can be

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done in person or via fax, email or regular mail. All applicants must sign that he/she has read, reviewed, and if selected, is willing to abide by the "State Standards".

Minimum Qualifications for Marine Sheet Metal Worker Apprentices:

- Age: Applicants shall be at least 18 years of age.
- Education: Applicants shall be a high school graduate or have a State Equivalent Certification or GED
- Physical: Must be able to perform the rigorous manual labor required by the trade, with or without reasonable assistance, and have a natural ability to work safely at high elevations. Physical ability must be confirmed by attending a minimum qualification screening day or verification of prior work experience in the Sheet Metal or related industry, as determined by the Committee.
- Testing: None
- Other: All applicants must submit copies of a valid Washington States driver's license, social security card, proof of auto insurance, and high school transcript, GED scores or equivalent certification. This can be done in person or via fax, email or regular mail. All applicants must sign that he/she has read, reviewed, and if selected, is willing to abide by the "State Standards".

Minimum Qualifications for Residential Sheet Metal Worker Apprentices:

- Age: Applicants shall be at least 18 years of age.
- Education: None
- Physical: Must be able to perform the rigorous manual labor required by the trade, with or without reasonable assistance, and have a natural ability to work safely at high elevations. Physical ability must be confirmed by attending a minimum qualification screening day or verification of prior work experience in the Sheet Metal or related industry, as determined by the Committee.
- Testing: None
- Other: All applicants must submit copies of a valid Washington States driver's license, social security card, proof of auto insurance, and high school transcript, GED scores or equivalent certification. This can be

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done in person or via fax, email or regular mail. All applicants must sign that he/she has read, reviewed, and if selected, is willing to abide by the "State Standards".

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. Procedures for Selection of Sheet Metal Worker and HVAC Service Technician, and HVAC Test, Adjust and Balance Technician Apprentices

- a. Applications must be filled out online and are available year round 24/7 at www.wwsmjatc.org.**
- b. Upon completing the application the applicant shall have 30 days to submit copies of their driver's license, social security card, high school transcript or GED scores and proof of auto insurance to the JATC office located at 11831 Beverly Park Road B-1, Everett, WA, 98204. This can be done in person or via fax, email or regular mail. Failure to submit required documents within 30 days of application will void application. Voided applicants must wait a minimum of 60 days before submitting another application.**
- c. Upon receipt of the required documents the applicant will be scheduled for the next available sheet metal math and reading assessment testing session. Testing sessions will be held at least once a month at wither the Everett or DuPont JATC training centers.**
- d. Applicants who do not meet the minimum qualifications, including physical ability per minimum qualification screening day will be advised of deficiencies and encouraged to reapply. Applicants not**

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meeting minimum qualifications must wait a minimum of 60 days before submitting another application.

- e. Applicants who have met the minimum qualifications will be scheduled for the minimum qualification screening day based on industry need and the Sheet Metal Math and Reading assessment test scores (highest score first). Consideration will be given to female applicants for affirmative action purposes. Consideration may also be given to those who meet criteria for "local hire" requirements in distressed areas. Minimum qualification screening day is pass/fail; a passing score is required.
 - f. Based on the Sheet Metal Math and Reading assessment test scores and passing the minimum qualification screening day, a ranked list of qualified applicants (highest score first) will be developed. Industry need as established by Western Washington Sheet Metal JATC will determine when and how many applicants will be scheduled for an interview before a subcommittee of the JATC.
 - g. Based on the application and interview, applicants will be given a comparative evaluation score and placed on a ranked eligibility list accordingly (highest score first).
 - h. Entry into the apprenticeship program will be on an as needed basis and according to the following criteria:
 - (1) Rank order on interview list - highest interview score first
 - (2) Geographic Availability
 - (3) Timely response to contact from the JATC
 - i. All Western Washington Sheet Metal JATC qualified applicants accepted into the program and not currently participating in the Sheet Metal Anti-Drug Program are required to pass a pre-employment drug test with negative test results. Applicants failing the drug test will be removed from the ranked eligibility list upon proper notification and must wait a minimum of 60 days before submitting another application.
 - j. All Western Washington Sheet Metal JATC qualified applicants accepted into the HVAC service technician and HVAC test, adjust and balance technician programs must have a current Washington State electrical training certificate or current Washington State electrical certification prior to being registered as an apprentice.
2. **Procedures for Selection of Marine Sheet Metal Worker Apprentices:**

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Washington State Ferries apprentices will be selected through the hiring practices of the Washington State Ferries civil service guidelines and must meet the minimum qualification for the Marine Sheet Metal Worker occupation.

3. Procedures for Selection of Residential Sheet Metal Workers Apprentices:

- a. Applications must be filled out online and are available year round, 24/7.
- b. Upon completing the application, the applicant shall have 30 days to submit copies of their valid Washington State driver's license, social security card, and proof of auto insurance to the JATC office in Everett, WA. This can be done in person or via fax, email or regular mail. Failure to submit required documents within 30 days of application will void application. Voided applicants must wait of 60 days before submitting another application.
- c. Applicants who do not meet the minimum qualifications will be advised of deficiencies and encouraged to reapply.
- d. Applicants meeting minimum qualifications will be placed on a list to await registration/employment on a first in - first out basis.
- e. Entry into the apprenticeship program will be on an as needed basis and according to the following criteria:
 - (1) Rank order on the cumulative applicant list
 - (2) Geographic Availability
 - (3) Timely response to contact from the JATC
- f. All Western Washington Sheet Metal JATC qualified applicants accepted into the program and not currently participating in the Sheet Metal Anti-Drug Program are required to pass a pre-employment drug test with negative test results. Applicants failing the drug test will be removed from the ranked eligibility list upon proper notification and must wait a minimum of 60 days before submitting another application.

4. Exceptions (All Apprentices):

- a. An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory shall be eligible for the apprenticeship. Such individuals meeting the minimum qualifications shall be evaluated by the JATC and registered at the appropriate period of apprenticeship. Those individuals not meeting the minimum

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qualifications shall be registered and may be referred to the local community or technical college for Adult Basic Education (ABE) assessment and related supplemental instruction during his/her probationary year

- b. An employee of a non-signatory employer not qualifying as a journey level worker when an employer becomes signatory shall be evaluated by the JATC for appropriate placement into the apprenticeship program. The evaluation shall be non-discriminatory and used to register at the appropriate period of apprenticeship
- c. The committee reserves the right to make exceptions to the selection procedure in considering applicants having previous experience, accredited training and/or currently working for a training agent.
- d. Direct Entry - Registered Native Americans, Minorities and/or Women for work secured under Tribal Employment Rights Office (TERO) or Project Labor Agreement (PLA) project may receive direct entry into apprenticeship provided:
 - (1) The employer is an approved training agent for these standards.
 - (2) The applicant is evaluated by the JATC for appropriate placement into the apprenticeship program or ABE related supplemental instruction.
- e. The committee reserves the right to make exceptions to the selection procedures in considering female and minority applicants to assist in meeting Equal Employment Opportunity goals and timetables.

NOTE: All applicants must possess the required basic tools/equipment of the program. Contact one of the JATC offices for list.

B. Equal Employment Opportunity Plan:

- 1. Participation in workshops, when available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
- 2. Cooperate with School Boards, Community and Technical Colleges, Community Based Organizations and Skill Centers to develop programs, which prepare students to meet the minimum qualifications for apprenticeship.
- 3. Disseminate information to all interested parties regarding equal opportunity policies of the program Sponsor(s).

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4. **Disseminate to CBOs, ESD One Stops, Skill Centers, Community and Technical college vocational programs, non-traditional occupational outreach programs and other applicable career preparation programs.**
5. **Grant credit for previous trade experience or trade-related courses for all applicants equally.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

HVAC Service Technician	9000 hours of employment
HVAC Test, Adjust and Balance Technician	9000 hours of employment
Marine Sheet Metal Worker	4000 hours of employment
Residential Sheet Metal Worker	5400 hours of employment
Sheet Metal Worker	9000 hours of employment

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

HVAC Service Technician	not to exceed 1800 hours of employment
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HVAC Test, Adjust and Balance Technician	not to exceed 1800 hours of employment
Marine Sheet Metal Worker	not to exceed 800 hours of employment
Residential Sheet Metal Worker	not to exceed 1080 hours of employment
Sheet Metal Worker	not to exceed 1800 hours of employment

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

- A. For HVAC Service Technician, Sheet Metal Worker, and HVAC Test, Adjust and Balance Technician, the employer will be eligible for one (1) Apprentice to every three (3) Journey-level workers employed per employer workforce. However, in no event shall the ratio of apprentices to journey-level workers exceed a one (1) to one (1) ratio.**
- B. For Marine Sheet Metal Workers and Residential Sheet Metal Workers, the employer will be eligible for one (1) Apprentice to every one (1) Journey-level workers employed per employer workforce.**
- C. All HVAC Service Technician apprentices performing service work shall be allowed to work alone in the following conditions:**
 - 1. Service work hours are 6:00 a.m. to 7:00 p.m. Monday through Saturday.**
 - 2. All HVAC Service Technician apprentices shall at all times be able to contact a journey-level HVAC Service Technician or supervisor for answers and advice.**
 - 3. The journey-level worker or supervisor shall ensure that the Apprentice is receiving their on-the-job training and shall be responsible for the health and safety of the Apprentice.**
- D. All HVAC Test, Adjust and Balance Technician apprentices performing test, adjust and balance work shall be allowed to work alone with alternative forms of supervision in the following conditions:**

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- 1. The HVAC Test, Adjust and Balance Technician apprentice must have a valid first aid/CPR card at all times.**
- 2. The HVAC Test, Adjust and Balance Technician apprentice must have successfully completed an OSHA-10 Construction Safety course.**
- 3. The journey-level HVAC Test, Adjust and Balance Technician or supervisor shall review a job site hazard analysis with the apprentice prior to the apprentice reporting to the jobsite.**
- 4. The HVAC Test, Adjust and Balance Technician apprentice must have successfully passed the Testing, Adjusting and Balancing Bureau Technician certification written exam and have a minimum 1800 hours OJT.**
- 5. The HVAC Test, Adjust and Balance Technician apprentice shall at all times be able to contact a journey-level HVAC Test, Adjust and Balance Technician or supervisor for answers and advice.**
- 6. The journey-level HVAC Test, Adjust and Balance Technician or supervisor shall ensure that the apprentice is receiving appropriate on the job training.**

****Copies of the apprentices First Aid/CPR card, OSHA-10 card and Testing, Adjusting and Balancing certifications will be available upon request at the JATC office.**

Any exception to the above must be pre-approved by the Coordinator or the Committee.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

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A. HVAC Service Technician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1800 hours	45%
2	1801 - 2700 hours	50%
3	2701 - 3600 hours	55%
4	3601 - 4500 hours	60%
5	4501 - 5400 hours	65%
6	5401 - 6300 hours	70%
7	6301 - 7200 hours	75%
8	7201 - 8100 hours	80%
9	8101 - 9000 hours	85%

Plus applicable fringe benefits.

B. HVAC Test, Adjust and Balance Technician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1800 hours	45%
2	1801 - 2700 hours	50%
3	2701 - 3600 hours	55%
4	3601 - 4500 hours	60%
5	4501 - 5400 hours	65%
6	5401 - 6300 hours	70%
7	6301 - 7200 hours	75%
8	7201 - 8100 hours	80%
9	8101 - 9000 hours	85%

Plus applicable fringe benefits.

C. Marine Sheet Metal Worker

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1200 hours	70%
2	1201 - 2400 hours	80%
3	2401 - 4000 hours	90%

D. Residential Sheet Metal Worker:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0900 hours	55%
2	0901 - 1800 hours	60%
3	1801 - 2700 hours	65%
4	2701 - 3600 hours	70%
5	3601 - 4500 hours	75%
6	4501 - 5400 hours	80%

Plus applicable fringe benefits.

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E. Sheet Metal Worker:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1800 hours	45%
2	1801 - 2700 hours	50%
3	2701 - 3600 hours	55%
4	3601 - 4500 hours	60%
5	4501 - 5400 hours	65%
6	5401 - 6300 hours	70%
7	6301 - 7200 hours	75%
8	7201 - 8100 hours	80%
9	8101 - 9000 hours	85%

Plus applicable fringe benefits.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

A. HVAC Service Technician

Approximate Hours

The HVAC Service Technician apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of the HVAC Service Technician trade. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

- 1. Energy management1500**
- 2. Service and maintenance of Heat and A/C Systems2500**
- 3. Controls installation.....1500**
- 4. Installation of Heat and A/C Systems1000**
- 5. Operation of hand and power tools.....500**
- 6. Special installation and specialty work500**
- 7. General sheet metal work.....500**
- 8. Air Balance500**
- 9. Soldering, welding, brazing.....500**

TOTAL HOURS: 9000

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B. HVAC Test, Adjust and Balance Technician

Approximate Hours

The HVAC Test, Adjust and Balance Technician apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of HVAC Test, Adjust and Balance Technician trade. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

- | | |
|--|------|
| 1. Testing, Adjusting and Balancing of air-handling equipment and duct work..... | 3500 |
| 2. Basics of HVAC Systems | 1400 |
| 3. Jobsite Safety | 500 |
| 4. Use and Care of Test, Adjust and Balance Instruments | 500 |
| 5. Duct Design Characteristics..... | 1000 |
| 6. Industry Computer Programs and Reports | 500 |
| 7. Fan Laws..... | 500 |
| 8. HVAC Control Systems and Adjustments | 600 |
| 9. Indoor Air Quality/Ventilation..... | 500 |

Total: 9000

All of the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these standards.

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C. Marine Sheet Metal Worker

APPROXIMATE HOURS

The Marine Sheet Metal Worker apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of Marine Sheet Metal Worker trade. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

- | | | |
|----|--|------|
| 1. | Shop..... | 1500 |
| | a. Fabrication of marine ventilation | |
| | b. Fabrication of marine joiner work including but not limited to bulkheads, overheads, doors, furniture, galley equipment, sinks and window frames | |
| 2. | Outfitting | 2500 |
| | a. Installation of marine ventilation | |
| | b. Installation of marine joiner work including but not limited to bulkheads, overheads, doors, furniture, galley equipment, sinks and window frames | |

Instruction on job safety practices shall be included in all job instructions.

TOTAL HOURS:	4000
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D. Residential Sheet Metal Worker

Approximate Hours

The residential sheet metal worker apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of the residential sheet metal trade. They shall also perform such other duties in the shop and on the job as are commonly related to the residential sheet metal trade. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

1. General sheet metal work.....	610
2. Operation of hand and power tools.....	610
3. Heating and ventilation	1210
4. Air conditioning	610
5. Soldering	530
6. Special installation	610
7. Control installation	610
8. Guttering and spouting.....	610

TOTAL HOURS:	5400
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E. Sheet Metal Worker

Approximate Hours

The sheet metal worker apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of sheet metal work. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

1. General Sheet Metal Work (including but not limited to design, layout, fabrication and installation of HVAC systems)1000
2. Operation of hand and power tools.....1000
3. Architectural sheet metal work (including but not limited to design, layout, fabrication and installation of metal roof systems, decks, insulation, drainage, louvers, ventilators, metal siding systems, store fronts, coping, flashing, curtain walls, gutters, building envelope, column covers and downspouts)1000
4. Specialty Installation & Specialty work (including but not limited to design, layout, fabrication and installation hoods, countertops, cabinets, custom work, furniture, hand rails, sinks and SS finishing).....1000
5. Industrial Sheet Metal Work (including but not limited to design, layout, fabrication and installation of collection, conveyer, separation, filtration systems and lagging).....1000
6. Air Condition, Furnace, & Solar Heating1000
7. Soldering, Welding, Brazing, & Plastic Welding1000
8. Handrigging as pertaining to the trade.....500
9. Non-destructive and QaQc.....300
10. Air Balance200
11. C.A.D. & Computer Training500
12. Safety & Hazmat Training.....200

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13. Indoor Air Quality300

TOTAL HOURS: 9000

The Apprentice Committee shall determine if an apprentice has received sufficient practical experience in the work to be advanced.

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in related/supplemental instruction shall not be considered as hours of work and the apprentice is not required to be paid for time spent in related/supplemental instruction.

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars (specify)
- ☒ (X) A combination of home study and approved correspondence courses (specify)
- ☒ (X) State Community/Technical college
- ☒ (X) Private Technical/Vocational college
- ☒ (X) Training trust
- ☒ (X) Other (specify): **Other assigned tasks, i.e. homework, research**

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Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

HVAC Service Technician	200 Minimum RSI hours per year
HVAC Test, Adjust and Balance Technician	160 Minimum RSI hours per year
Marine Sheet Metal Worker	144 Minimum RSI hours per year
Residential Sheet Metal Worker	144 Minimum RSI hours per year
Sheet Metal Worker	200 Minimum RSI hours per year

- () twelve-month period from date of registration.*
- () defined twelve-month school year: (insert month) through (insert month).
- (X) two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

Additional Information:

- A. All apprentices beginning related supplemental instruction after January 1, 2016 must possess basic computer skills and must be able to access the internet while away from the JATC training center, in order to be able to access books and complete web-based learning components of their related classroom training.**
- B. Sheet Metal Worker and HVAC Service Technician apprentices shall not be required to attend more than 1,000 hours of related supplemental instruction during the term of the apprenticeship.**
- C. HVAC Test, Adjust and Balance Technician apprentices shall not be required to attend more than 800 hours of related supplemental instruction during the term of the apprenticeship.**
- D. Residential Sheet Metal Worker apprentices shall not be required to attend more than 432 hours of related supplemental instruction during the term of the apprenticeship.**
- E. Marine Sheet Metal Worker apprentices shall not be required to attend more than 288 hours of related supplemental instruction during the term of the apprenticeship.**
- F. The Committee reserves the right to require additional related supplemental instruction hours for any apprentice as they deem necessary.**

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- G. Apprentices may take additional relate supplemental instruction classes of their choice throughout their apprenticeship. These classes will not be considered as part of their required related supplemental instruction hours.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

- 1. Any apprentice who demonstrates behavior that disrupts, impedes or adversely impacts the learning environment, either on the job or while attending related supplemental instruction, shall have to appear before the WWSMJATC to show cause why he/she should not be disciplined, suspended, or cancelled from the program.**
- 2. WAIVER: Apprentices grades and attendance may be released to the Apprenticeship Committee and current training agent.**
- 3. Progressive wage scale upgrading will be determined by the following:**
 - a. RSI performance (minimum of 75% cumulative grade required) and Instructor evaluation**
 - b. Employer evaluation from the foreman, and/or journeyperson with whom the apprentice works.**

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- c. Accumulation of a minimum of 650 hours within the current period.
 - d. Sufficient practical experience as determined by the JATC from above documentation.
4. The committee may accelerate, demote, or extend through the evaluation process, the advancement of an apprentice in each and every pay period.
 5. The Apprentice shall be responsible for maintaining current contact information (mailing address, email address, and telephone number) with the JATC office. The JATC will send all correspondence to the apprentice mailing or email address on file in the apprenticeship office.
 6. **OJT/Hour Reporting:** TotalTrack is the official means of tracking apprentice On The Job Training (OJT) hours for the JATC. It is the apprentices' responsibility to track OJT hours in TotalTrack throughout their apprenticeship. Monthly OJT hour reports are due on the 10th day of the following month (i.e., Sept. 2016 job report due Oct. 10, 2016). OJT hour reports must include the name of the foreman or supervisor who can verify the apprentice OJT hours if needed. OJT hour reports turned in 10 days late shall be considered delinquent
 7. Apprentices must have a valid Washington State driver's license as required by minimum qualification, email address and current first aid/CPR card at all times.
 8. Apprentices shall be responsible for contacting the JATC office at time of termination/lay off from employment.
 9. Any apprentice who turns down employment for any reason, including being unable to pass a drug test with negative results, shall not be eligible for employment. The apprentice shall be required to appear before the main committee at their next regularly scheduled meeting before being eligible for employment. The apprentice shall then be placed on the out of work list as of the date of the JATC meeting.
 10. An apprentice terminated from his/her place of employment for just cause shall not be eligible for job referral until he/she has appeared before the JATC at their next regularly scheduled meeting.
 11. The apprentice shall not be allowed to quit his/her job. However, the apprentice may request a transfer from a shop.
 12. **TRANSFERS:** To apply for a transfer from a shop the following guidelines set by the JATC shall be followed:

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- a. **The apprentice must submit a written request to transfer to the coordinator including the reason(s) for the transfer request.**
- b. **The coordinator may discuss the transfer request with the apprentice and the current employer.**
- c. **Upon approving the transfer request, the coordinator will transfer the apprentice when an opportunity becomes available.**
- d. **Unemployed apprentices shall be dispatched before or in conjunction with the transfer.**

13. For Washington State Ferries apprentices only:

The Western Washington Sheet Metal JATC defers the day-to-day operation that includes administrative/disciplinary responsibilities to the Washington State Ferries under civil service guidelines with assurance that the Western Washington Sheet JATC will review all actions that are required by the Washington State Apprenticeship and Training Council to be reported to the Department of Labor and Industries.

Failure to maintain employment as an apprentice with the Washington State Ferries will result in cancellation from the apprenticeship program.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

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Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

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Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
 - Authorization of Signature forms - as necessary
 - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
 - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
 - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name

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- Sponsor's introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may

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arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

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Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

The Apprenticeship Committee shall be composed of six members representing employers of union sheet metal workers in Western Washington and six members representing the Sheet Metal Workers Local Union No. 66. A Chair and Secretary shall be elected from the employer and employee representatives.

Quorum: A quorum of the committee shall consist of three committee members from management and three committee members from non-management.

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**Dean Fox, Secretary
1221 2nd Avenue North
Kent, WA 98032**

**Brian Fluetsch
5210 Lacey Blvd SE
Lacey, WA 98503**

**Tom Montgomery
PO Box 47983
Seattle, WA 98146**

**Russ Kimball
2120 Pacific Ave
Everett, WA 98201**

**Kenny Branson
5005 3rd Avenue
Seattle, WA 98134**

**Julie Muller-Neff
13810 Southeast Eastgate Way #445
Bellevue, WA 98005**

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The employee representatives shall be:

Tim Carter, Chairman
11831 Beverly Park Road B-1
Everett, WA 98204

Lance Deyette
2725 Williamson Place, Suite 100
DuPont, WA 98327

Steve Musser
11831 Beverly Park Road B-2
Everett, WA 98204

Jeff Stowe
2725 Williamson Place, Suite 100
DuPont, WA 98327

Mark Riker
11831 Beverly Park Road B-1
Everett, WA 98204

Vanessa Carman
11831 Beverly Park Road B-2
Everett, WA 98204

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Eric Peterson
11831 Beverly Park Road B-1
Everett, WA, 98204

Donald Steltz
11831 Beverly Park Road B-1
Everett, WA, 98204